



# **BAR CODE MEDICATION ADMINISTRATION (BCMA)**

## **GUI USER MANUAL**

Version 2.0  
May 2002

(Revised September 2002)



# Revision History

Any changes subsequent to the initial release of this manual are listed below. You should update the manual with the pages listed under the Revised Pages column. Pages listed under this column in parentheses are unchanged, but included for two-sided copying.

Date	Revised Pages	Patch Number	Description
09/02	Title Page, 3-5, (3-6), 3-41, (3-42), (4-5), 4-6, (4-39), 4-40	PSB*2*3	<ul style="list-style-type: none"> <li>– Updated the Title Page and included this Revision History Page.</li> <li>– Updated status information about a medication order to reflect that an individual can change a “Given” status to “Not Given” provided they originally marked the order as “Given” on the VDL, or they have been assigned the PSB MANAGER security key.</li> <li>– The Chapter 3 and 4 Change Pages are included to ensure that the chapters are updated consistently.</li> </ul>
08/02	Title Page, i-x, (7-23), 7-24	PSB*2*1	<ul style="list-style-type: none"> <li>– Updated the Title Page and included this Revision History Page.</li> <li>– Renumbered the pages with Roman numerals to include the Revision History Page.</li> <li>– Updated the Missed Medications Report By Patient screen capture to reflect the “Order Num” column being moved on the report, to eliminate the order number being misinterpreted as a dosage for some medications.</li> <li>– The Chapter 7 Change Pages are included to ensure that the chapter is updated consistently.</li> </ul>
05/02			Original Released GUI User Manual.



# Working with Unit Dose Medications

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## Preparing to Administer Unit Dose Medications (cont.)



### TIP:

When the patient's VDL uses the Status column to sort orders, BCMA displays medications with no status at the top of the VDL. It then displays all other medications in alphabetical order by the Status code.



### TIP:

You can only change a "Given" status to "Not Given." This status does *not* display on the VDL; it only appears in the Audit Trail section of the Medication Log Report.

## Marking the Order Status/Last Action Column

When you administer a Unit Dose medication to a patient, BCMA electronically documents the "action" taken on the medication by displaying a letter, for example a "G" (for "Given"), in the Status column of the VDL. This information also displays on the Medication Log Report and the MAH Report.

The Last Action column lists the "last action" taken on an orderable item (*not* the medication), and the date/time of this action, so the nurse will know when the patient last received any dose of a medication regardless of the Schedule Type selected. This information helps to prevent the same medication from being given to the patient from another order or schedule type.

- If the orderable item is the same, the Last Action column lists the last administration action.
- If the patient has two different orders, for the same orderable item, the last administration of either of these orders displays in the Last Action column for both orders. You can view the MAH Report to determine which order the medication was given from on the VDL.
- If a medication was *not* administered *before* to the patient, the Last Action column will *not* list a date/time.

## Understanding the Status of a Medication Order

Once you scan and mark a medication as Given, you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

You can mark a Unit Dose medication with the following status:

- Given to Not Given
- Not Given to Held or Refused
- Held or Refused to Given
- Held to Refused to Given
- Refused to Held to Given
- Missing to Given, Held, or Refused
- Removed (patches only)

**Note:** A patch marked as "Given," displays on the VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center.

# Working with Unit Dose Medications

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## Preparing to Administer Unit Dose Medications (cont.)

### Information Stored by BCMA

BCMA stores the following information each time you administer an active Unit Dose medication to a patient:

- Patient name and ID
- Location of the patient (i.e., bed and ward)
- Initials of the nurse administering the medication
- Administration date and time
- Status of the administration, such as Given, Held, Refused, Missing, or Removed (in the case of a patch)
  - Orders changed to “Not Given” do *not* display a code (letter) in the Status column of the VDL. This status appears only in the Audit Trail section of the Medication Log Report, *not* on the VDL.
  - “Cancelled” administrations are *not* listed on the Medication Log.
- Number of minutes that the dose was given too Early or too Late to the patient
- Reason that a PRN medication was administered and the medication effectiveness
- Medication, dosage, and/or number of units given
- Any comments associated with the drug administration dose
- Injection site for medications that must be injected

# Administering a Patient's Unit Dose Medications

## Changing the Status of a Unit Dose Medication



### TIP:

You can change the status of a medication on "Hold" to "Held," although it is not necessary that you do so unless required by your medical center.



### TIP:

You can quickly change the status of a Unit Dose medication by selecting the Mark command from the Right Click drop-down menu.

Use this section when you need to "mark" (change) the status of a patient's medication.

Once you scan and mark a medication as "Given," you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

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- Missing to Given, Held, or Refused
- Removed (patches only)

**Note:** A patch marked as "Given," displays on the VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center.

## To Change the Status of a Unit Dose Medication:

- 1 Select (highlight) the medication on the VDL for which you want to change the status (take an action on).

### Example: Changing the Status of a Unit Dose Medication

The screenshot shows the BCMA software interface. At the top, there's a menu bar with 'File', 'View', 'Reports', 'Due List', 'Tools', and 'Help'. Below the menu bar, there's a patient information section for MONTANA, JUTAH, DOB: 01/01/1949, SSN: 500-60-1000, Height: 162cm, Weight: 60kg, Location: BCMA, 404. A 'Mark' dropdown menu is open, showing options: 'Given', 'Not Given', 'Held', 'Refused', and 'Removed'. The main window displays a list of medications with columns for Status, Ver, Har, Dosage, Rto, Admin Time, and Last Action. The selected medication is ALLEMINOPHEN TAB, with a status of 'MISSING DOSE'. The bottom of the window shows a 'Scanner Status' section with a 'Ready' indicator and a 'Scan Medication Bar Code' field. The server time is 03/22/2002 12:22.

# Administering a Patient's Unit Dose Medications

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## Changing the Status of a Unit Dose Medication (cont.)



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**TIP:**

The Mark options, available to you, will depend on the current Status of the medication order.

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## To Change the Status of a Unit Dose Medication: (cont.)

- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the “actions” available for this medication.

**Keyboard Only Users:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

- 3 Select the command that represents the “action” that you want to take on the medication highlighted on the VDL. BCMA processes the information, and then displays a letter in the Status column of the VDL to document the action taken on the medication.

**Keyboard Only Users:** Use the **ARROW** keys to select (highlight) the command that represents the “action” that you want to take on the medication highlighted on the VDL.

- 4 Continue administering active Unit Dose medications to the patient.



# Working with IVP/IVPB Medications

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## Preparing to Administer IVP or IVPB Medications (cont.)



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**TIP:**

IV Piggyback medications include a Unique Identifier Number, with a "V," which is generated when the Pharmacy prints a bar code label for an IV bag.

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## Medications Available for Scanning

Administering IV Push and IV Piggyback medications to a patient involves the scanning of the patient's medication (drug) bar code, which was applied by the Pharmacy. BCMA recognizes the following numbers on the IVP/IVPB Medication Tab.

- **Internal Entry Number (IEN):** Drug numbers provided on medication bar codes are considered a unique drug identifier by the Pharmacy. BCMA reviews the DRUG file (#50), after a medication bar code is scanned, to ensure that only one number exists for the dispensed drug and strength scheduled for administration.
- **National Drug Code (NDC):** A universal product identifier used by manufacturers/repackers/distributors of human drugs to identify the labeler/vendor, product, and trade package size. If the manufacturer includes a bar code of the NDC number in their labeling process, BCMA can use the code as a unique product identifier. The Pharmacy can scan these codes into the SYNONYM field of the DRUG file (#50).
- **Unique Identifier Number:** This number is generated when the Pharmacy prints a bar code label for an IV bag. It is designed to communicate which IVs have been manufactured by the Pharmacy. You can locate this number for IV Piggyback medications using the Available Bags command from the Due List menu or the Right Click drop-down menu.

**Note:** Most Pharmacies use a combination of bar codes to identify drug products at the point of administration.

# Working with IVP/IVPB Medications

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## Preparing to Administer IVP or IVPB Medications (cont.)



### TIP:

When the patient's VDL uses the Status column to sort orders, BCMA displays medications with no status at the top of the VDL. It then displays all other medications in alphabetical order by the Status code.



### TIP:

You can only change a "Given" status to "Not Given." This status does *not* display on the VDL; it only appears in the Audit Trail section of the Medication Log Report.

## Marking the Order Status/Last Action Column

When you administer an IV Push or IV Piggyback medication to a patient, BCMA electronically documents the "action" taken on the medication by displaying a letter, for example a "G" (for "Given"), in the Status column of the VDL. This information also displays on the Medication Log Report and the MAH Report.

The Last Action column lists the "last action" taken on an orderable item (*not* the medication), and the date/time of this action, so the nurse will know when the patient last received any dose of a medication regardless of the Schedule Type selected. This information helps to prevent the same medication from being given to the patient from another order or schedule type.

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You can mark an IV Push or IV Piggyback medication with the following status:

- Given to Not Given
- Not Given to Held or Refused
- Held or Refused to Given
- Held to Refused to Given
- Refused to Held to Given
- Missing to Given, Held, or Refused

# Administering a Patient's IVP/IVPB Medications

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## Marking Multiple Medications on the VDL (cont.)



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**TIP:**

The Mark options, available to you, will depend on the current Status of the medication order.

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## To Mark Multiple Medications on the VDL: (cont.)

- 3 Select the command that represents the “action” that you want to take on the medications highlighted on the VDL. BCMA processes the information, and then displays a letter in the Status column of the VDL to document the action taken on the medications.

**Keyboard Only Users:** Use the **ARROW** keys to select (highlight) the command that represents the “action” that you want to take on the medications highlighted on the VDL.

- 4 Continue administering active IV Push or IV Piggyback medications to the patient.

# Administering a Patient's IVP/IVPB Medications

## Changing the Status of an IVP or IVPB Medication



### TIP:

You can change the status of a medication on "Hold" to "Held," although it is not necessary that you do so unless required by your medical center.



### TIP:

You can quickly change the status of an IVP/IVPB medication by selecting the Mark command from the Right Click drop-down menu.

Use this section when you need to "mark" (change) the status of a patient's medication.

Once you scan and mark a medication as "Given," you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given" provided you are the individual who originally marked it as "Given," or you have been assigned the PSB MANAGER security key.

You can mark a medication with the following status:

- Given to Not Given
- Not Given to Held or Refused
- Held or Refused to Given
- Held to Refused to Given
- Refused to Held to Given
- Missing to Given, Held, or Refused

## To Change the Status of an IVP or IVPB Medication:

- 1 Select (highlight) the medication on the VDL for which you want to change the status (take an action on).

### Example: Changing the Status of an IV Push or IV Piggyback Medication

The screenshot shows the 'Bar Code Medication Administration' window. The 'Mark' dropdown menu is open, showing options: Held, Not Given, Refused, and Removed. The 'Not Given' option is selected. The background shows a table of medications with columns for Status, Ver, Type, Medication Name, Infusion Rate, Route, Admin Time, and Last Action. The medication 'AMPICILLIN 1 GM DEXTROSE 5% 50 ML ADMINISTER VIA SYRINGE PUMP' is highlighted in blue.

Status	Ver	Type	Medication Name	Infusion Rate	Route	Admin Time	Last Action
		P	AMPICILLIN 1 GM DEXTROSE 5% 50 ML ADMINISTER VIA SYRINGE PUMP	OVER ONE HOUR, Q4H	IVPB	03/25@1300	03/24/200... GIVEN
DD	OC		DIPHENHYDRAMINE INJ.SOLN 30 MINUTES PRIOR TO CISPLATIN	50MG/1ML, ON CALL	IVP		
DD	C		VINCISTINE INJ FOR 4 DAYS ONLY	1MG, QD	IVP	03/25@1200	03/08/200... HELD